

JANET NAPOLITANO
Governor



WILLIAM BELL
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR
100 North Fifteenth Avenue, Suite 401
Phoenix, Arizona 85007
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February 21, 2008

Dear Cabinet Members:

I am writing you concerning the hiring freeze recently announced by Governor Janet Napolitano. The Governor has directed me to lead the implementation of the hiring freeze.

Initially, I will need from each of your agencies a list of job classifications that you believe are directly involved in providing for the health or safety of the public or our employees or the collection or investment of state revenues. The ADOA Human Resources Division will work with you to finalize a list of job classifications that will be excluded from the hiring freeze. Please submit your proposed list by close of business, February 27, 2008 to the attention of Kathy Peckardt, Human Resources Director.

When the list of classifications excluded from the hiring freeze is finalized, agencies will have the discretion to fill these positions as necessary to continue to deliver vital public services. All other requests to fill vacant positions shall be directed to my office in writing with a brief explanation of the mission critical nature of the position. Hiring requests submitted to my office will be reviewed promptly.

Governor Napolitano appreciates your cooperation and assistance as we work through these economically challenging times. Please let me know if you have any questions regarding this process or if I may assist you further in any way.

Sincerely,

A handwritten signature in cursive script, appearing to read "W. Bell".

William Bell
Director